



CITY COUNCIL
CITY OF NORTHAMPTON
MASSACHUSETTS

Councillors:

- President William H. Dwight, At-Large
- Vice-President Ryan R. O'Donnell, Ward 3
- Jesse M. Adams, At-Large
- Maureen T. Carney, Ward 1
- Dennis P. Bidwell, Ward 2
- Gina Louise Sciarra, Ward 4
- David A. Murphy, Ward 5
- Marianne L. LaBarge, Ward 6
- Alisa F. Klein, Ward 7

**Northampton City Council
Minutes of the Organizational Meeting
of Jan. 5, 2016
5:30 pm held in City Council Chambers
212 Main Street, Northampton**

**The meeting was presided over by
former City Council President William H. Dwight.**

1. Swearing in of the Administrative Assistant to the city Council:

Councilor LaBarge moved to open the nominations and move the appointment of Pamela L. Powers as the City Council Administrative Assistant; Councilor Adams seconded the motion. The motion was approved on a voice vote of 9 Yes, 0 No.

Councilor Carney moved to close the nominations; Councilor Sciarra seconded the motion; the motion was approved on a voice vote of 9 Yes, 0 No.

Justice of the Peace and Ward Five City Councilor David A. Murphy swore in the Administrative Clerk. Councilor Dwight noted that the action of swearing in a new clerk every two years was done as required as required by the former city council rules. The newly proposed rules, if appointed, will not require the AA to be sworn except when the position is open and a new clerk is hired.

2. On a roll call, the following councillors were present:

Jesse M. Adams, At-Large City Councilor
Dennis P. Bidwell, Ward Two Councilor
Maureen T. Carney, Ward One Councilor
William H. Dwight, At-Large City Councilor
Alisa F. Klein, Ward Seven City Councilor
Marianne L. LaBarge, Ward Six City Councilor
David A. Murphy, Ward Five City Councilor
Ryan R. O'Donnell, Ward Three City Councilor
Gina-Louise Sciarra, Ward Four City Councilor

3. Open Meeting Law Refresher Training

The purpose of the Open Meeting Law is to let the public know that deliberations are being done on city matters. The laws require that the public be informed what is being done, why it is being done, and how it is being done. All meetings where city matters will be deliberated must be open to the public. There needs to be adequate notice that is detailed enough to let the public know what will be discussed.

A meeting is a deliberation by a public body that is within the jurisdiction of that body. A meeting could include e-mail. The number one way that a violation occurs is by the body's use of e-mail. Any time a quorum discusses an item outside of a posted meeting, they have

likely violated the open meeting law. Serial communication of a quorum is also not permitted. Best practice is to keep all communications public. There are some exceptions, including on-site inspections.

Members of the parent body can attend meetings of its sub body. They can also participate in any discussion in a manner that is afforded to any other member of the community. Councilors don't lose first amendment rights; they lose the right to deliberate with other members of the body if the meeting is not posted in accordance with the requirements of Open Meeting Laws.

There are opportunities to meet in private; ten reasons are allowed by law. Those ten reasons allow a body to meet in Executive Session.

Regarding e-mail, any document made or received is considered a public record. Councilor's notes for their own use are not public records. Texts are public records. The recommendation is that Councilors keep a separate public email account for city business. A private e-mail account does not turn a public document into a private record.

Councilor Murphy clarified that communications to set a meeting date can be discussed with all members.

Regarding Conflict of Interest Law, if there are any questions of whether an action will be considered right or wrong, Councilors should request the opinion of the City Solicitor and/or the State Ethics Commission. Councilors cannot accept anything of substantial value (\$50 or more). Councilors should abstain from any vote in which they and/or their families have an interest.

Councilors should refrain from "asking" for money, regardless of the reason. A public official cannot ask for money. This includes if you are a board member of a local non-profit, you cannot seek funds from members of the public. General "asking" is allowed via a website, PSA, etc.

4. Election of a City council President for 2016 – 2017

Motion to open the nominations for City Council President made by Councilor LaBarge who nominated former President Dwight; Councilor Sciarra seconded the motion.

Councilor Carney moved to close the nominations; Councilor LaBarge seconded the motion. The motion to close the nominations was approved on a voice vote of 9 Yes, 0 No.

The motion to approve Councilor Dwight as the City Council President was approved on a roll call vote of 9 Yes, 0 No.

5. Election of a City Council Vice-President for 2016 – 2017

Motion to open the nominations for City Council Vice-President made by Councilor Murphy who nominated Councilor O'Donnell; Councilor Klein seconded the motion.

Councilor Sciarra moved to close the nominations; Councilor Bidwell seconded the motion. The motion to close the nominations was approved on a voice vote of 9 Yes, 0 No.

The motion to approve Councilor O'Donnell as the City Council Vice-President was approved on a roll call vote of 9 Yes, 0 No.

6. Appointment of an Enrollment committee for 2016 – 2017

Councilor Dwight appointed Councilor Adams and Councilor Klein to the Enrollment Committee.

7. Order to Adopt City Council Rules for 2016 – 2017

Councilor O'Donnell moved to adopt the City Council Rules for 2016-2017; Councilor Sciarra seconded the motion. The motion was approved on a roll call vote of 9 Yes, 0 No.

8. Order to Set Date and Time of City Council Meetings for 2016 – 2017

Councilor LaBarge moved to approve the City Council Meeting Schedule for 2016 - 2017; Councilor Klein seconded the motion. The motion was approved on a voice vote of 9 Yes, 0 No.

Councilor Murphy moved to amend the schedule by changing the dates of July and August for both 2016 and 2017. Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 9 Yes, 0 No. The following changes were made as a result of the vote: delete the meetings for the first and third Thursday of July 2016 - 2017; add July 14, 2016, July 13, 2017, delete August 4, 2016 and August 3, 2017 from the schedule.

9. Administrative Items

Councilors were given Committee Preference Sheet and asked to return them to Councilor Dwight or to the Administrative Assistant as soon as possible.

Councilors will need to complete on-line ethics training; once the training has been completed, a printout of the certificate of completion should be given to the City Clerk's Office.

10. Updates from Council President and one-minute announcements: None

11. Information Requests (Charter Provision 2-7): None

12. New Business: None

13. Adjourn: Motion to adjourn the meeting was made at 6:40 PM by Councilor Klein; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 9 Yes, 0 No.

Recorded by:

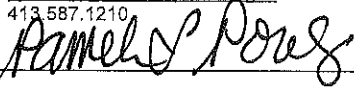
Pamela L. Powers

Administrative Assistant to the City Council

ppowers@northamptonma.gov

413.587.1210

Attest:



Administrative Assistant to the City Council

2016-2017 City Council Roll Call Record

Record of City Council Votes for January 5, 2016											Total
		Adams	Bidwell	Carney	Dwight	Klein	LaBarge	Murphy	O'Donnell	Sciarra	9 Present, 0 Absent
Roll Call by Pamela L. Powers, Administrative Assistant to the City Council											
Election of Council President	Open Nominations and Nominate Councilor Dwight as President	Yes	Yes	Yes	Yes	Yes	Motion to Open Nomination and approve Councilor Dwight as President - Yes	Yes	Yes	Second Yes	Motion Carried 9 Yes, 0 No
		Motion to close nominations was made by Councilor Carney and seconded by Councilor LaBarge. The motion was approved on a voice vote.									Motion Carried 9 Yes, 0 No
Election of Council Vice-President	Open Nominations and Nominate Ryan R. O'Donnell as Vice-President	Yes	Yes	Yes	Yes	Second Yes	Yes	Motion to Open Nominations and Elect Councilor O'Donnell as Vice President - Yes	Yes	Yes	Motion Carried 9 Yes, 0 No
		Motion to close nominations was made by Councilor Sciarra and seconded by Councilor Bidwell. The motion was approved on a voice vote.									Motion Carried 9 Yes, 0 No
16.001 Order to Adopt Council Rules	1st Reading	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Motion to Approve Yes	Second Yes	Motion Carried 9 Yes, 0 No
15.541 Order to Set Date/Time of 2016-2017 City Council Meeting	1st Reading	Yes	Yes	Yes	Yes	Second Yes	Motion to Approve as amended - Yes	Yes	Yes	Yes	Motion Carried 9 Yes, 0 No
	Amend Council Meeting Dates	Motion to amend meeting dates of July and August 2016 and 2017 made by Councilor Murphy and seconded by Councilor LaBarge. The motion was approved on a voice vote. Only one meeting will be scheduled during July and August of each year: July 14, 2016 and July 13, 2017 and August 18, 2016 and August 17, 2017.									Motion Carried 9 Yes, 0 No

At 6:40 p.m. Councilor Klein motioned to adjourn; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 9 Yes, 0 No.

Recorded By:

Pamela L. Powers, Administrative Assistant to the City Council
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